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ABSTRACT

The 1978-79 annual report to the governor by the Nebraska Coordinating Commission for Postsecondary Education is presented. The specific mission, responsibilities, and services of the commission are designated, and details are presented concerning commission meetings, hearings, rules and procedures, staff, and the budget. Information is presented concerning the following accomplishments and activities of the commission between July 1, 1978 and June 30, 1979: (1) reporting on the State Student Incentive Grant Program; (2) completion of projects under Title VI-A of the Higher Education Act of 1965, as amended, and also steps toward phasing out this program; (3) completion of projects under Title I of the Higher Education Act of 1965, as amended; (4) serving as a "pass through" funding agency and in an advisory capacity for the State Student Financial Aid Training Program; (5) comprehensive planning and preparation of reports supported by federal comprehensive planning grant funds; (6) coordination of surveys for the Higher Education General Information Survey (HEGIS) system; and (7) involvements in national and state projects that affect Nebraska postsecondary education. Appendices include rules and procedures of the commission, a listing of advisory committee members, a listing of commission reports, and a chart of Nebraska postsecondary institutions. (SW)

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ED 187168

ANNUAL REPORT
TO THE
GOVERNOR



Nebraska Coordinating Commission
for Postsecondary Education

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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NEBRASKA COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

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Vice Chairman
Lincoln

Mr. Sam Jensen
Secretary
Omaha

Mr. Ivan Abdouch
Omaha

Mr. James Ackerman
Lincoln

Dr. Allen Burkhardt
Norfolk

Mrs. Dorothy Creigh
Hastings

Mr. Norris Leamer
South Sioux City

Mr. Murl Mauser
Big Springs

Mr. George Miller
Papillion

Dr. Ramey Whitney
Chappell

Mr. Wendell Wood
North Platte

STAFF

Dr. William S. Fuller
Executive Director

Dr. John R. Wittstruck
Coordinator of Information Systems

Ms. Kathryn E. Hayes
Administrative Assistant

Ms. Kadi Lukesh
Staff Assistant

Ms. Mary Mazour
Secretary

Ms. Sue Gordon-Gessner
Project Director,
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Annual Report to the Governor
1978-79

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I. INTRODUCTION

Legislative Bill 579, approved by the Governor on March 31, 1976, created the Nebraska Coordinating Commission for Postsecondary Education. Legislative Bill 459 (1977), LB 743 (1978) and LB141 (1979) extended, revised, and added to the powers and duties of the Commission.

A. Mission

Specifically, the Commission, as detailed in Legislative Bill 579, is to:

- (1) "Facilitate communication and coordination for mutual exchange of ideas and information between educational institutions. . .
- (2) "Advise, consult and cooperate with other agencies in the state, the federal government, other states, affected institutions or groups and political subdivisions. . .
- (3) "Accept and administer loans, grants, and programs from the federal or state governments and from other sources, public and private, for carrying out any of its functions. . .
- (4) "Encourage, participate in, and conduct studies, investigations, and research related to the purpose for which the Commission was created. . .
- (5) "Establish close liaison with the State Board of Education and the State Department of Education in recognition of the need for close coordination of activities between elementary-secondary education and postsecondary education. . .
- (6) "Make recommendations to the Governor and the Legislature concerning legislation which may be beneficial to the postsecondary education services in this state. . . and
- (7) "Make recommendations to the postsecondary institutions concerning the duplication of services between the public institutions and the private and proprietary postsecondary institutions. . ."

B. Responsibilities of the Commission

Commission responsibilities, as designated by L. B. 579 (1976), L. B. 459 (1977), L. B. 743 (1978), and L. B. 141 (1979), are to:

- (1) Undertake the running of the Enrollment Projections Model.
- (2) Address the issue of Transferability of Credit.
- (3) Coordinate with elementary-secondary educational levels in such a manner as to ultimately remove remedial courses at the postsecondary level.
- (4) Clearly identify adult and continuing education responsibilities between elementary-secondary and postsecondary levels.
- (5) Develop proposals for an integrated delivery system for the provision of adult and continuing education.
- (6) Determine the extent of student attrition and recommend approaches to the reduction of attrition rates.
- (7) Provide for a uniform data system for postsecondary education which is acceptable to and compatible with the needs of the Legislature.
- (8) Administer the Nebraska State Scholarship Program.
- (9) Approve or disapprove establishment of new two or four year private colleges and universities, act on petitions by out-of-state institutions interested in offering courses and programs in Nebraska, and work with the State Department of Education on petitions filed by private vocational schools interested in offering Associate Degree Programs.

C. Services of the Commission

As the duly appointed State Commission under Section 1202 of the federal Higher Education Act of 1965, as amended, the Commission has responsibility for:

- (1) The development of broad long-range plans for all postsecondary institutions in the state (public, independent, and proprietary).
- (2) The administration of Title VI-A and Title VII-A of the Higher Education Act of 1965, as amended (institutional equipment grant program and construction grant programs respectively).
- (3) The coordination of the Higher Education General Information Survey with all postsecondary institutions.

- (4) The administration of the State Student Incentive Grant Program.
- (5) The administration of State Student Financial Aid Training Program.
- (6) The administration of the Educational Information System Program.
- (7) The administration of additional federal programs as authorized and funded.

II. THE COMMISSION

The Commission consists of twelve members. Six members, two from each congressional district, are appointed by the Governor from the general public and approved by the Legislature. Five members, one from each postsecondary institutional sector, are appointed by the Governor upon recommendation of the governing body of each sector. One member is appointed by the Governor from the State Board of Education or, the State Commissioner of Education is appointed. The members of the Commission receive no compensation for their services but are reimbursed for any actual and necessary expenses incurred in carrying out their duties.

The Nebraska Coordinating Commission for Postsecondary Education members for this year were:

		<u>Term expiration date</u>
Mrs. Mary Carey	First Congressional District	June, 1982
Mr. Norris Leamer	First Congressional District	June, 1980
Mr. Sam Jensen	Second Congressional District	June, 1984
Mr. George Miller	Second Congressional District	June, 1984
Dr. Ramey Whitney	Third Congressional District	June, 1982
Mr. Wendell Wood	Third Congressional District	June, 1980
Dr. Robert Koefoot	University of Nebraska	June, 1979
Mr. Murl Mauser	Nebraska State Colleges	June, 1979
Dr. Allen Burkhardt	Nebraska Technical Community Colleges	June, 1979
Mr. James Ackerman	Independent Colleges and Universities	June, 1979
Mr. Ivan Abdouch	Private Vocational Institutions	June, 1979
Mrs. Dorothy Creigh	State Board of Education	June, 1979

In June, 1979, Mr. Kermit Hansen was appointed to represent the University of Nebraska, Mr. Keith Kemper was appointed to represent the Nebraska State Colleges. Mrs. Creigh and Messrs. Ackerman, Abdouch, and Burkhardt were re-appointed for additional three-year terms.

The Executive Committee of the Commission was elected to serve through June 30, 1979. Serving on the Executive Committee were: Robert R. Koefoot, M.D., (Chairman), Mrs. Mary Carey (Vice Chairman), and Mr. Sam Jensen (Secretary).

The Chairman appointed Mr. Sam Jensen, Mr. James Ackerman, and Mr. George Miller to the Legislative Committee. Mr. Jensen has served as Chairman of this Committee.

A. Commission Meetings

The Commission is required to meet at least once each calendar quarter. The Commission met eight (8) times between July 1, 1978, and June 30, 1979. These meetings were:

July 7, 1978	Nebraska Center for Continuing Education, Lincoln
August 18, 1978	Nebraska State Office Building, Lincoln
November 17, 1978	Nebraska State Office Building, Lincoln
December 15, 1978	Nebraska State Office Building, Lincoln
February 16, 1979	Nebraska Center for Continuing Education, Lincoln
*March 17, 1978	Nebraska State Office Building, Lincoln
**April 20, 1979	Kearney State College, Kearney
June 8, 1979	Nebraska State Office Building, Lincoln
*Luncheon Meeting with the State Board of Education	
**Luncheon Meeting with the State College Board of Trustees	

B. Commission Hearings

The Commission held public hearings on the following items, on the dates and at the location indicated.

C. Commission Rules and Procedures

The Rules and Procedures of the Commission are a detailed part of this report (Appendix 1). These Rules and Procedures were amended during this last year. The amendments included a revision to the rule statement "Officers of the Commission" and the addition to the procedures of Operating Procedure 5.

Underscored below is the revision to the section in the Rules and Procedures entitled, "Officers of the Commission", that was approved by the Commission on August 18, 1978.

1. Officers of the Commission

The Commission shall elect for one-year terms which shall terminate on June 30 of each year a Chairman and a Vice Chairman. Upon the election of a new Commission Chairman, the outgoing Chairman shall automatically fill the office of Commission Secretary, if otherwise qualified to serve. It shall be the responsibility of the Chairman to preside over the meetings of the Commission and to appoint with the approval of the Commission, such committees of the Commission, task forces or advisory committees that may be necessary to carry out the mission and the responsibilities of the Commission. The Vice Chairman shall preside over the Commission in the absence of the Chairman. The Secretary shall be responsible for the records of the Commission and shall, with the assistance of the Executive Director, be responsible for maintaining liaisons with the task forces and advisory committees.

The following, Operating Procedure 5, was approved by the Commission on March 17, 1978.

Operating Procedure 5

Procedure for Commission Workshops

The Commission shall follow the procedure outlined below with regard to its workshop sessions held prior to Commission meetings.

1. A Commission workshop serves the purpose of providing the Commission with background information on studies and issues upon which the Commission will be taking action during the formal Commission meeting.
2. Workshops will be announced in the same manner as regular meetings and will be noted on the Commission agenda.
3. No votes will be taken during a workshop.
4. Observers may be present at the workshops but will not participate in the discussion unless requested to do so by the Commission.
5. The Commission shall attempt to alternate these workshops between evening sessions prior to the day and the morning of the Commission meeting.

D. Commission Staff

The following persons were employed by the Commission this last year.

Dr. William S. Fuller Executive Director	appointed 11/1/76	annual salary	\$34,500.00
Dr. John Wittstruck Coordinator of Information Systems	appointed 5/20/77	annual salary	\$23,210.00
Ms. Sue Gordon-Gessner EIS Project Director	appointed 1/4/79	annual salary	\$15,000.00
Ms. Kathryn Hayes Federal Program Administrator	appointed 7/27/77	annual salary	\$14,300.00
Ms. Kathleen Lukesh Staff Assistant	appointed 1/3/77	annual salary	\$ 9,000.00

Ms. Mary Mazour
Secretary

appointed 1/22/79

annual
salary \$7,588.00

E. Commission Budget

The source of funds for the Commission include General Fund Appropriations, Federal Comprehensive Planning Grant Funds appropriated under Title XII of the Higher Education Act of 1965, as amended. The Commission received funds from the Federal Government for the administration of Title IA and Title IV-A, and Title VI-A of the Higher Education Act of 1965, as amended. Federal funds were also secured for the State Student Incentive Grant Program and the State Student Financial Aid Administrators Training Program, however, these were pass-through funds and could not be used in any way toward the administration or other activities of the Commission.

The Commission budget, submitted on September 15, 1978, shows the following estimated expenditures for fiscal 1978-79 and continuation budget for fiscal 1979-80.

Fund Source	Appropriations and Expenditures for	
	1978-79	1979-80
State General Fund Appropriation	\$64,708	\$67,530
Nebraska State Scholarship Program	0	0
Federal Comprehensive Planning Grant	\$37,289	\$43,296
Federal Title VI-A Administration	\$ 9,616	\$ 197
Education Information Systems Project	\$14,346	\$81,108

Federal State Financial Aid Administrators Training Program	\$ 2,739	\$ 4,178
Federal State Student Incentive Grant Program	\$427,781	\$524,041
Nebraska State Scholarship Program	0	0
Federal Title I-A Administration	\$ 14,322	\$ 23,833
Federal Title I-A Project Grants	<u>\$ 57,432</u>	<u>\$152,503</u>
	\$628,233	\$896,686

III. COMMISSION ACTIVITIES

1978-79

The activities of the Commission that were completed during this year are detailed below. These activities were accomplished through the efforts of Commission staff, consultants, and the members of the Commission.

In addition to the activities listed below, the Commission utilizes mini reports for the dissemination of appropriate research and information. Mini reports completed in this fiscal year were: (1) A Statement on Undergraduate Degrees, 1978; (2) Postsecondary Education Profiles for the States of Nebraska, Colorado, Iowa, Kansas, Missouri, Oklahoma, South Dakota and Wyoming, 1978; and (3) A Directory of Nebraska Institutions of Postsecondary Education, 1979. Other mini reports currently in process include: Detailed Fall Headcount Enrollments; Degrees and Other Formal Awards Conferred; Number of and Average Salaries of Full-Time Institutional Faculty, by Rank; Educational and General Revenues and Expenditures by Postsecondary Educational Institutions.

The Commission also periodically publishes a newsletter entitled, Coordinating Commission Update. Three issues were published in this fiscal year.

The accomplishments and activities of the Commission between July 1, 1978, and June 30, 1979, are detailed below.

1. State Student Incentive Grant Program

This federal student assistance program, administered by the Commission, provided (between July 1, 1978 and June 30, 1979) \$427,781 in federal funds to students who had demonstrated financial need.

An analysis of the 1977-78 program was prepared and submitted to the Governor, Legislature, and postsecondary education community in January of 1979. The report was entitled: Analysis of the State Student Incentive Grant Program for 1977-78.

This report shows that in 1977-78, 1,607 students received awards under this program, an increase of 438 over 1976-77, and received a total of \$409,049 in federal financial assistance. The amount was matched, dollar for dollar, with institutional funds providing students with a total of \$818,098 in financial assistance during this period of time.

The private vocational school sector was the only institutional sector that did not participate in this program in 1976-77 and again in 1977-78; however, five schools participated in the 1978-79 program.

2. Title VI-A, of the Higher Education Act of 1965, as amended

This federal program is directed toward the improvement of undergraduate instruction through the use of equipment and is administered by the Commission. In the past year, Commission staff has been working towards phasing out this program. During fiscal year 1978-79 seven (7) funded projects were completed and final reports filed.

3. Title I, of the Higher Education Act of 1965, as amended

This federal program provides financial assistance to colleges and universities to make academic knowledge and expertise available to communities to assist in the solution of community problems, support the expansion of continuing education and encourage resource sharing. Priorities for the state for fiscal year 1978-79 were: (1) Developing information centers, (2) Assisting the elderly, (3) Understanding water resources, (4) Increasing management skills, and (5) Increasing energy conservation and the use of alternative energy resources. Seven (7) projects were funded in the amount of \$138,935.

The Commission's responsibilities for Title I-A are: (1) the development of an Annual Amendment to the State Plan, (2) the solicitation of grant proposals from Nebraska institutions, (3) the review of proposals and determination of funding priority with the assistance of an advisory council, (4) the development of contracts with those institutions and staffs receiving grants (5) the disbursement of funds to those institutions awarded grants, (6) monitoring funded programs, and (7) preparation of final report.

4. State Student Financial Aid Training Program (SSFAT)

This federal program provides funds to be used to develop programs for financial aid administrators to help them stay abreast of changing financial aid administrative practices and policies and to help these administrators become more proficient in the conduct of their responsibilities. The Commission serves as a "pass through" funding agency and in an advisory capacity.

The Nebraska Association of Student Financial Aid Administrators through the assistance of the State Student Financial Aid Training Project grant planned and developed a workshop on student financial aid administration. Sixty financial aid administrators and fiscal officers participated in the one-day workshop that was held in conjunction with the NEASFAA Spring meeting, in Kearney, on April 26, 1979. The workshop was conducted by four outside consultants and five Nebraska financial aid administrators. The three areas identified as priority areas for training were: 1) strategies for packaging financial aid, 2) consumer protection laws and the responsibilities of the financial aid officer, and 3) office procedures in financial aid management.

5. Comprehensive Planning

The federal funds provided Nebraska and the Coordinating Commission, as the designated 1202 Commission for Nebraska, were used essentially to provide partial financial support for the activities detailed herein.

These funds allowed the Commission to involve all sectors of postsecondary education in state-wide planning, studies, and reporting activities of the Commission.

From July 1, 1978 to June 30, 1979, the Nebraska Coordinating Commission for Postsecondary Education has prepared five (5) reports which have been, or are in the process of being, distributed to the governor, Legislature and postsecondary education community here in Nebraska. In each case, federal comprehensive planning grant funds were used to partially finance these activities. They are as follows:

1. A draft data collection form entitled "Survey of Institutional Instructional Activity for 1978-79" being considered for possible use as a vehicle for gathering information on adult and continuing education.
 2. A final report of the "North Central Committee on Regional Optometric Education and Manpower"
 3. A report entitled "State Postsecondary Education Institutional Authorization and Oversight"
 4. A Commission Mini Report entitled "Postsecondary Education Profiles for the states of Nebraska, Colorado, Iowa, Kansas, Missouri, Oklahoma, South Dakota and Wyoming, 1978"
 5. A Commission Mini Report entitled "A Statement on Undergraduate Degrees"
6. Higher Education General Information Survey (HEGIS)

The Higher Education General Information Survey (HEGIS), collected for the National Center for Education Statistics (NCES), is coordinated by the Commission. The surveys come to the Commission, are distributed to the postsecondary institutions where they are completed, returned to the Commission, and are then forwarded to NCES in Washington, D.C.

The distribution and collection of seven (7) surveys were coordinated in 1978. These surveys were:

- a. Institutional Characteristics of Colleges and Universities 1978-79.
- b. Degrees and Other Formal Awards Conferred Between July 1, 1977 and June 30, 1978.
- c. Fall Enrollment in Higher Education, 1978
- d. Fall Enrollment and Compliance Report of Institutions of Higher Education, 1978.
- e. Survey of Salaries, Tenure and Fringe Benefits of Full-Time Instructional Faculty, 1978-79.
- f. Financial Statistics of Institutions of Higher Education for Fiscal Year Ending 1978.
- g. Adult/Continuing Education: Noncredit Activities in Institutions of Higher Education, 1977-78.

7. National Involvement

During 1978-79 the Commission has kept abreast of national developments and their impact on Nebraska postsecondary education by participating in the following activities.

- a. State Higher Education Executive Officers (SHEEO): an association of state coordinating and governing board executive officers that meet twice a year and regularly correspond and share information.
- b. SHEEO/NCES Communication Network: a network of state representatives that regularly communicate, share and exchange information and are asked to review and comment upon data requirements being considered by the federal government for collection from postsecondary educational institutions.

- c. Regional Study of Optometric Education: this study was an attempt to determine whether a new regional school for optometric education is necessary to meet the needs that the nine participating states will have for optometrists in the future.

8. Nebraska Involvements

During 1978 the Commission has been represented at governing board meetings of the University of Nebraska and the Nebraska State Colleges. Nebraska Council of Presidents meetings of the Technical Community Colleges, Independent Colleges and Universities, and Private Vocational schools are attended upon invitation. In addition, numerous speeches and presentations have been made by the Commission staff to state associations and governing bodies.

9. Legislation

Senator Koch of Ralston introduced LB 141 for the Commission (to the Eighty-sixth Legislature - first session). This legislation was amended and advanced by the Education Committee, passed by the Legislature and approved by the Governor on May 17, 1979.

This legislation gives authority to the Commission to review, evaluate, and approve programs of out-of-state institutions seeking to offer programs in Nebraska; transfers the responsibility for chartering new independent institutions within the state from the State Education Department to the Commission; and involves the Commission with the State Education Department on the review of collegiate level academic programs of private vocational schools.

10. The Agency

The Commission is a state agency (agency number 48). As a state agency the Commission has certain responsibilities in responding to inquiries by other state agencies, for budgeting, accounting, and personnel transactions related to the Commission activities.

The State Auditor's Office audited the Commission's revenue and expenditures for the 1977-78 fiscal year. No audit exceptions were recorded.

11. Annual Report

In its enabling legislation, the Commission is required to submit an annual report to the Governor, Legislature and interested persons detailing the Commission's activities, income and expenses, and assigned personnel for the year. This is the fourth report the Commission has submitted since its establishment in 1976. This Annual Report to the Governor, dated June 30, 1979 covers the period of July 1, 1978, through June 30, 1979.

This is a change from previous annual reports in that this report is based on the past fiscal year rather than the past calendar year.

APPENDICES

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Appendix 1
Rules and Procedures

STATE OF NEBRASKA

NEBRASKA COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

I, Soren S. Jensen, Chairman of the Nebraska Coordinating Commission for Postsecondary Education, hereby certify that the attached is a true and correct copy of the Rules and Procedures of the Nebraska Coordinating Commission for Postsecondary Education having been adopted as provided by law and filed in the office of the Secretary of State and Revisor of Regulations on this 9th day of August, 1976.

I further certify that there have been no additions, deletions or alterations in said Rules and Procedures since they were adopted; and further, that the attached copy of said Rules and Procedures is being filed with the Secretary of State on this date and two (2) copies with the Revisor of Regulations for the purposes of complying with Sections 84-901 et seq. Revised Statutes of Nebraska. Effective on the fifth day after the latest legally required filing date.

Witness my hand this 9th day of August, 1976.

Soren S. Jensen
Chairman, Nebraska Coordinating
Commission for Postsecondary
Education

1. Officers of the Commission

The Commission shall elect for one-year terms which shall terminate on June 30 of each year a chairman and a vice chairman. Upon the election of a new Commission Chairman, the outgoing Chairman shall automatically fill the office of Commission Secretary, if otherwise qualified to serve. It shall be the responsibility of the chairman to preside over meetings of the Commission and to appoint with the approval of the Commission, such committees of the Commission, task forces or advisory committees that may be necessary to carry out the mission and responsibilities of the Commission. The vice chairman shall preside over the Commission in the absence of the chairman and shall in any other way appropriately fulfill the responsibilities of the chairman in the absence of the chairman. The secretary shall be responsible for the records of the Commission and shall, with the assistance of the executive director, be responsible for maintaining liaison with the task forces and advisory committee.

*Amended and approved by the Commission on August 15, 1978.

2. Executive Committee

An executive committee shall be appointed for a one year term ending June 30 of each year which shall be composed of the three officers of the Commission. The executive committee shall have no power or authority to make policy for the Commission but it shall have the responsibility of overseeing day to day administration of the Commission staff and shall also work with the executive director in planning conferences, seminars and similar events and shall also work with the executive director in developing management information systems and similar data collection procedures. The executive committee shall also act as a budget and finance committee. The executive committee shall meet upon the call of the chairman of the Commission, or in his absence, upon the call of the vice chairman.

3. Executive Director

The executive director shall carry out the duties assigned to him by the Commission and shall be in charge of the office and staff of the Commission. He shall serve at the pleasure of the Commission provided that the Commission may enter into an employment contract with the director for a period of up to one year. Professional staff of the Commission shall be employed and terminated by the executive director after approval of the executive committee. The executive director shall also prepare monthly financial reports regarding expenditures.

4. Meetings of the Commission

The Commission shall meet at least once every quarter at the call of the chairman. Seven members present and voting shall constitute a quorum for the transaction of business. Voting on resolutions or motions which either establish policy for the Commission or which hire or establish the compensation for the executive director shall be by roll call vote. Expenditures of substantial sums of money for any project or program shall be by roll call vote. Other matters may be adopted and approved by majority vote of those present and a roll call vote may be dispensed with. One member of the Commission may request a roll call vote on any issue before the Commission.

5. Agenda

The executive director shall publish an agenda after consultation with the chairman for each Commission meeting and a preliminary agenda shall be mailed to members of the Commission no later than five days prior to the Commission meeting. Any person or institution may appear before the Commission and be given a reasonable amount of time for a presentation provided that a written request for appearance has been given to the executive director at least five days prior to the Commission meetings.

6. Public Hearings

In the event that the Commission shall decide that a public hearing is necessary for the purpose of obtaining information and comments from the public, notice of the public hearing and its time and place shall be given by mailing notice thereof to the presidents or heads of all institutions of postsecondary education in the State of Nebraska and by publishing notice thereof in one legal newspaper in each of the three Congressional Districts. Presentations at a public hearing may be made either orally or in writing and a permanent record shall be made of all statements and all proceedings made at the public hearing. It is not necessary that all members of the Commission take part in a public hearing but no hearing shall take place unless there are at least three Commission members present. The executive director shall prepare a report on each public hearing which includes a summary of statements and information presented to the Commission and an index to statements or other materials that are presented at the hearing.

7. Rules of Procedure

Except where otherwise provided for by Nebraska law, the rules of procedure governing the meetings of the Commission or public hearings conducted by the Commission shall comply with the current revised edition of Roberts Rules of Order. Special rules may be adopted for the conduct of public hearings which may be applied on an ad hoc basis.

8. Advisory Committees

The Commission may establish advisory committees, task forces or fact finding committees which may include persons who are not members of the Commission. Unless otherwise provided for in the resolution establishing the task force or committee, the task force or committee shall be established for a period of no longer than one year and upon the expiration of the charter of the task force or committee, a final written report shall be prepared and delivered to the Commission.

9. Amendments to the Rules

Amendments to these rules may be adopted by a majority vote of those present and voting at any Commission meeting, provided, however, that the proposed amendments have been announced and included in the minutes of the previous Commission meeting. In the event of an emergency, the rules may be revised at a regular meeting without being included in a previous Commission meeting's minutes in the event that two-thirds of the Commission members who are present at a meeting approve the revision.

Operating Procedure 1
Coordinating Commission and Staff Liaison
with Postsecondary Educational Institutions

In order to eliminate duplication of effort and facilitate communication between the Nebraska Coordinating Commission for Postsecondary Education and institutions of postsecondary education in the State of Nebraska, the following procedure is adopted:

1. All inquiries and requests for information directed to institutions of postsecondary education shall originate with the Executive Director of the Commission. In like manner, requests for information directed to the Commission shall be directed to the Executive Director of the Commission.
2. The governing board of the institution of postsecondary education or the chief executive officer of each institution should designate one member of the administration of the institution who shall act of chief liaison for the institution with the Coordinating Commission for Postsecondary Education.
3. Insofar as is practical, communications--both written and oral--between the Commission and the several institutions of postsecondary education shall be between the Executive Director and the individual designated by the institution. The list of liaison representatives of the institutions shall be published annually for information of the Commission and the institutions of postsecondary education.
4. Insofar as is practical, a copy of any written communication with an institution of postsecondary education originated by the Executive Director shall be sent to the member of the Commission representing that sector of postsecondary education. It is recommended that the liaison officer of each institution furnish to the appropriate Commission member a copy of any written communication which he directs to the Commission.

This policy is not meant to affect day to day interchange of information and data in connection with the State Student Incentive Grant (SSIG) program, the model Enrollment Project Model or similar programs.

Operating Procedure 2

Proposed Method for Conduct of Studies

The Commission has been mandated by the Legislature to study and to make recommendations regarding a statewide information system, an enrollment projection model, transferability of credit, remediation, and adult and continuing education. The following method is proposed for the conduct of studies. It is recognized that alterations or revisions of the basic outline may be required because of a limited time frame or the uniqueness of the subject but it will be the intent of staff to follow the approved method as close as possible. The steps of the proposed method are:

1. Develop a staff paper which will define the problem, provide historical background, develop pros and cons of issue, establish criteria by which decisions will be made, and make recommendations.

2. Establish an advisory group, adapt or enlarge an existing advisory group, to react to the staff paper.

An advisory group should be representative through representation from institutional sectors and levels, geographical regions, administration, faculty, students, boards, lay persons, etc. Each advisory group will vary in structure and composition due to the subject matter considered.

3. Work with advisory groups to introduce the problem through the staff paper, to explore amendments and revisions, and to develop a consensus on recommendations.

4. Report to the Commission through progress reports and a final report. The Commission will consider adoption of the proposed policy or further amendment and revisions.

5. Hold hearings when advisable and at the direction of the Commission. The involvement of the advisory group should insure that the knowledgeable public have had the opportunity to express themselves on an issue. A hearing which is properly advertised and conducted would insure that all persons would have the opportunity to express their concerns.

6. Adopt proposed policy upon reconsideration and approve recommendations.

7. Recommend policy and procedures to executive and legislative branches and to the postsecondary institutions for implementation by direction, legislation, or consensus.

Amendment to Operating Procedure 2

Add after first paragraph and before the listing of the steps of the conduct of the study, the following:

The Executive Director shall present to the Commission the estimated cost of each study proposed. The estimate shall include any additional staffing, permanent or consultative; a proration of existing staff time; advisory group costs; publication costs; and any other anticipated expense.

Operating Procedure 3

METHOD FOR DISTRIBUTION OF COMMISSION STAFF AND ADVISORY COMMITTEE REPORTS

Commission staff prepares reports for the Commission, Advisory Committee, agencies of the executive and legislative branches of state government, and institutions of postsecondary education in Nebraska. With respect to these reports, staff is directed to follow the report distribution procedure outlined below.

A. Commission Staff Reports

1. Staff Reports to the Commission will not be released for public consumption except upon the approval of the Commission. The Commission shall grant such approval, or disapproval, at a regularly scheduled meeting of the Commission.
2. Staff Reports prepared for all other committees or agencies (e.g. Advisory Committees, executive and legislative bodies, institutions, etc.), shall be sent to the Commission members directly. Whenever possible, members of the Commission are to receive reports before they become public.
3. Staff Reports, of a statistical nature, where institutional data are being reported, are to be reviewed by institutional representatives for their accuracy in detail before the reports are transmitted to the Commission and become public. It is recognized that exceptions may occur with respect to this procedure. It should, however, be the exception when institutions have not had the opportunity to attest to the accuracy of the data, not the standard.

B. Commission Advisory Committee Reports

1. Advisory Committee Reports are to be mailed to each Commissioner at least one week in advance of a regularly scheduled meeting of the Commission.
2. Advisory Committee Reports are not to become available publicly until after the Advisory Committee has made an official report and presentation to the Commission at a regularly scheduled meeting of the Commission.
3. The action of the Commission, with respect to an Advisory Committee Report, shall be simultaneously transmitted to the executive branch, legislature and institutions.

It should be noted that for purposes of the procedure, all staff and advisory committee reports are to be distributed as they are prepared, both in draft and final form, to: Budget Division, Legislative Fiscal Analyst Office, State Office of Planning and Programming, Board of Trustees of

of Nebraska State Colleges, University of Nebraska Central Administration, Association of Independent Colleges and Universities, and the Representative of the Technical Community Colleges. For this operating procedure, these agencies are not to be considered the "public".

Operating Procedure 4

Procedure for Roll Call Votes

Roll Call Votes shall be taken in the following manner.

1. The secretary shall call the roll of the Commission in alphabetical order.
2. The roll shall be called in such a manner that the Commissioner voting first on a previous roll call vote, shall vote last on the next roll call vote.

Operating Procedure 5

Procedure for Commission Workshops

The Commission shall follow the procedure outlined below with regard to its workshop sessions held prior to Commission Meetings.

1. A Commission workshop serves the purpose of providing the Commission with background information on studies and issues upon which the Commission will be taking action during the formal Commission Meeting.
2. Workshops will be announced in the same manner as regular meetings and will be noted on the Commission agenda.
3. No votes will be taken during a workshop.
4. Observers may be present at the workshops but will not participate in the discussion unless requested to do so by the Commission.
5. The Commission shall attempt to alternate these workshops between evening sessions prior to the day of the Commission Meeting and the morning of the Commission Meeting.

*Approved by the Commission on March 17, 1978.

Appendix 2

Advisory Committee Members

REMEDATION

Advisory Committee

- Mr. Dave Abelow, Consultant, Program Evaluation Services,
Nebraska State Department of Education
- Ms. Kathy Carpenter, Director, Learning Skills Center,
Kearney State College
- Dr. John Harms, President, Nebraska Western College, Scottsbluff
- Mr. Wilbert Higuchi, Sidney High School
- Dr. Donald L. Kahnk, Vice President for Academic Affairs,
Midland Lutheran College, Fremont
- Mr. Ted McCartney, Lincoln Learning Center, Lincoln
- Mr. Martin Petersen, Superintendent, Alliance Public School
- Mr. Gene Placzek, President, Grand Island School of Business
- Mr. James Tangdall, Principal, Westside High School, Omaha
- Dr. Vernon Williams, Director, Counseling Center, University
of Nebraska at Lincoln

Nebraska Coordinating Commission for Postsecondary Education

Commissioner

- Dr. Anne Campbell, Department of Education, Lincoln

Commission Staff

- Dr. William S. Fuller, Executive Director

Ad Hoc Members

- Budget Division
Legislative Fiscal Analyst
State Office of Planning and Programming
Board of Trustees of the Nebraska State Colleges
University of Nebraska Central Administration
Association of Independent Colleges and Universities

TITLE I-A ADVISORY COUNCIL, FY 1978-1979

Larry Bare	State Department of Economic Development
Ann Bleed	Lincoln League of Women Voters
Richard Bringelson	Board of Trustees, Nebraska State Colleges
Loree Bykerk	State Office of Planning and Programming
Dave Chambers	League of Nebraska Municipalities
C. L. Cromer	Nebraska Advisory Council for Vocational Education
Thomas E. Erixon	Department of Labor/CETA
Dale Gubbels	Department of Environmental Control
Larry L. Keller	Adult and Continuing Education Association of Nebraska
John Knight	State Department of Public Welfare
John Kopischke	Nebraska Library Commission
Gary Lay	State Energy Office
Dale Lund	Nebraska Association of Independent Colleges and Universities
Jack Mills	Nebraska Association of County Officials
Barbara Pierson	State Department of Health
Lowell Rochester	Nebraska Association of Regional Councils
Gordon Schempp	Nebraska Association of Community College Trustees
Edward Schwartzkopt	University of Nebraska Board of Regents
Glen Strain	State Department of Education

Appendix 3

Listing of Commission Reports

Listing of Commission Reports

Annual Report to the Governor, December 31, 1976, 1977, 1978,
June 30, 1979.

UNISON (UNiform Information System Of Nebraska) A Plan
for a Basic Information System to Serve the Legislature,
State Agencies, and Postsecondary Education Institutions
of the State of Nebraska: Reporting and Implementation
Recommendations, September 1, 1977.

State of Nebraska, State Plan for Part A, Title VI, of
the Higher Education Act of 1965, As Amended, December 1, 1977.

Analysis of the State Student Incentive Grant Program for
1976-77, December, 1977; 1977-78, January, 1979.

Goals and Recommendations for Adult and Continuing Education
Instructional Programs for Nebraska Postsecondary Institutions,
January 1, 1978.

Attrition in the State of Nebraska, Recommendations for a
Statewide Study of Student Attrition Among Nebraska Post-
secondary Institutions: Issues, Goals, Research Design,
Timetable and Cost Estimate, January 1, 1978.

Goals and Recommendations for Transferability of Credit
and Articulation of Postsecondary Education Programs,
January 1, 1978.

Enrollment Trends in Postsecondary Education for the State
of Nebraska, 1967-1987, June 2, 1978.

A Statement of Undergraduate Degrees, October 1978.

Postsecondary Education Profiles for the State of Nebraska,
Colorado, Iowa, Kansas, Missouri, Oklahoma, South Dakota,
and Wyoming, November, 1978.

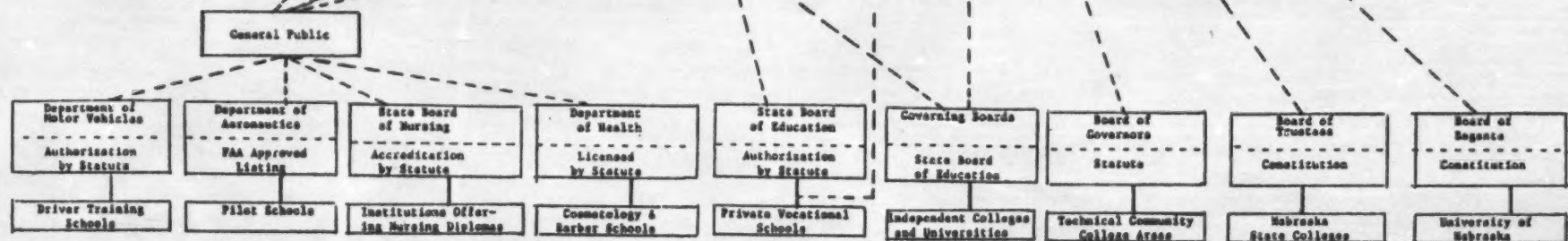
A Directory of Nebraska Institutions of Postsecondary Education,
April, 1979.

Appendix 4

Nebraska Postsecondary Institutions

NEBRASKA COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

Members from General Public			Member	Representatives of Postsecondary Educational Institutional Sectors				
Congressional District I	Congressional District II	Congressional District III	State Board of Education	Private Vocational Institutions	Independent Colleges & Universities	Technical Community Colleges	State Colleges	University of Nebraska
Mary Carey Morris Leamer	Sam Jensen George Miller	Ramsey Whitney Wendell Wood	Dorothy Creigh	Ivan Abdouch	James Ackerman	Allen Burkhardt	Muri Mauser	Robert Kozlowski



Cornhusker Driver Training School
Custom Diesel Driver Training School
Diesel & Van Line Drivers Training Dual Systems
Driving School
Omaha Professional Driving School
Town & Country Driving School

American Aero, Inc.
Dowder Aviation, Inc.
Elkhorn Air Service
Gothenburg Aviation
Husker Aviation, Inc.
Lincoln Aviation Institute, Inc.
Midwest Airways, Inc.
Offutt Aero Club
Owl Aviation, Inc.
Scottsbluff Aviation Co., Inc.
Sky Harbor Air Service, Inc.
Strang Air, Inc.
Trego Aviation, Inc.
Valley Airways, Inc.

Bishop Clarkson Hosp. School of Nursing
Bryan Mem. Hospital School of Nursing
Mary Manning Mem. Hosp. School of Nursing
Nebraska Methodist Hosp. School of Nursing
St. Francis Hospital School of Nursing
West Nebraska Gen. Hosp. School of Nursing

A-accredited Beauty C-sells
Althaus School of Beauty Culture
Bahner Beauty College
Barber College of Professional Arts
College of Hair Design
Capitol Beauty School
Columbus Beauty College
Constantine Beauty Academy
Grand Island Beauty School
Hollywood Beauty College
Joseph's College of Beauty-Beatrix
" -Hastings
" -Lincoln
" -Omaha
Kearney Beauty Center
Lincoln Barber College
McCook Beauty Academy
Nebraska Academy of Hair Design
Norfolk School of Cosmetology
N. Platte Beauty Acad.
Queen Ann Beauty School
Rudy Constantine School of Hairstyling
Stewart School of Hairstyling

College of Real Estate
Dory Pascelt Models
Electronic Computer Programming Inst. of Omaha
Gateway Electronics Institute
Grand Island School of Business, Inc.
Lincoln School of Commerce
Nancy Bouda Model-Charm School & Agency
Nebraska College of Business
Nebraska Farrier School
Nebraska School of Real Estate
Omaha Bartender School
Omaha College of Health Careers
Patricia Stevens Fashion & Secretarial College
Railway Educational Bureau
Randall School of Real Estate
Raven Oaks School of Real Estate
Real Estate Academy
Sally McMahon School of Real Estate
Studio Academy School of Advertising Art & Design
Universal Technical Institute
Woods Brothers School of Real Estate

Bellevue College
College of St. Mary
Concordia Teachers College
Creighton University
Dana College
Doane College
Grace College of the Bible
Hastings College
Midland Lutheran College
Nebraska Christian College
Nebraska Wesleyan University
Platte Valley Bible College
Union College
York College

Central Technical Comm. College Area
Metropolitan Technical Comm. College Area
Mid-Plains Technical Comm. College Area
Northeast Technical Comm. College Area
Southeastern Nebraska Tech. Comm. Col. Area
Western Technical Comm. College Area

Chadron State College
Kearney State College
Peru State College
Wayne State College

University of Nebraska-Lincoln
University of Nebraska Medical Center
University of Nebraska at Omaha